

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: DOE0447547  
POSITION NO: 242753  
CLASS CODE: 3671

Date Posted: 02/25/13  
Closing Date: 03/08/13

POSITION TITLE: SENIOR EDUCATION SPECIALIST  
DEPARTMENT NAME: Office of Educational Research and Statistics  
DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, AZ  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R66A  
Days: Mon-Fri Permanent: ☒  
Hours: 8:00AM - 5:00PM Temporary: ☐ SALARY:  
Part-Time: ☐ Duration: \$ \$45,011.20 Per Annum  
No. of Hrs/Wk: 40 \$ 21.64 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs a variety of educational outreach to implement a United States Department of Education funded program. Collects educational data through surveys and agreements with schools. Provides professional development and support recruitment of Navajo teachers. Devises spreadsheet and data entry screens for data manipulation. Coordinates, plans, and develops the Navajo education statistics publication. Establish rapport with school officials. Presents academic achievement and school demographic studies to school teachers, administrators, school board and community members. Creates evaluation tools for programmatic evaluations. Interpret and critique policies and regulations regarding educational services. Conduct and apply literature research to reports and studies. Establish contacts and serves as a liaison with local, state, and federal education agencies. Attends and presents information at conferences, seminars, and workshops. Works with Microsoft Excel, Access, and PowerPoint for data collection, manipulation, management and presentation and familiarity with SPSS.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelors degree in Elementary, Secondary Education, or related field; and

**Experience:**

four (4) years in the educational field including classroom teaching and supervisory responsibility; or an equivalent combination of education, training, and experience which provides the capabilities to perform the describes duties. ***(To receive full credit for education, certification, or licensure, transcripts copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of educational concepts, educational research methods, statistical applications, and theories. Skill in designing data collection surveys. Skill in formulating written research studies. Skill in critiquing and analyzing data. Skill in coordinating meetings and expressing project purpose. Knowledge of Navajo Nation government system. Strong skills in Microsoft Office products, especially Excel and Publisher. Ability to learn various software's. Navajo language speaker ***preferred.***

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**